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SALARY AND WAGE DIVISION

ANNUAL REPORT

1 July 1960 - 30 June 1961

SECTION 1. Major Accomplishments and Developments During Fiscal Year 1961

The primary objective of the salary and wage program is to maintain an effective pay and occupational structure for the Agency. In achieving this objective continuing review must be made of practices and systems throughout the Government and industry to ensure equitable pay and benefits that are in alignment with other agencies and industrial systems. Frequent studies must be made of external systems in order to determine the possible effects and to incorporate desirable advances and improvements into the Agency system.

Major accomplishments during the year include surveys of major components throughout the Agency to maintain effective alignment and grading patterns; review of all staffing and development complements under [REDACTED] coordination and maintenance of career service authorizations and maintenance of career service average grades; development of career service staffing authorizations for fiscal year 1961; review of all supergrade positions and ceilings and necessary revision for approval by the DCI; continuing review and revision of the occupational handbook to provide for changes in occupational structure; maintenance of pay policies for scientific and engineering positions; development of specialized pay practices for medical positions; surveys of positions in [REDACTED] overseas field areas; continuing studies of grade and pay practices throughout the industrial world.

A statistical summary of major activities is as follows:

POSITION SURVEYS AND INDIVIDUAL ACTIONS      Workload 31%

<u>Organization</u>	<u>No. Surveys</u>	<u>No. Positions</u>	<u>Positions Audited</u>	<u>Descriptions Written</u>	<u>Positions Classified</u>
DD/S	4	[REDACTED]			
DD/I	3				
DD/P	2				
TOTAL	9				

Position surveys are conducted by studying organizations and developing descriptions which are consistent with current functions. Positions are then evaluated by comparison with position standards and positions established in other organizations of Government or industry. During the fiscal year surveys were conducted to bring organizations in alignment with actual functions. There was a substantial increase in this category in coverage and workload. Part of the increase is reflected under External Wage and Salary Data below.

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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION      Workload 8%

<u>Organization</u>	<u>S/C Requests</u>	<u>S/C Changes</u>	<u>No. Positions</u>
DD/S	112	84	
DD/I	47	45	
DD/P	125	109	
TOTAL	284	238	

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The total position coverage in Staffing Complement changes continued to decline from the preceding year in total number of positions. This resulted partly from the stabilizing effect of [REDACTED]. The Staffing Complement changes were a little over one-half those for the preceding year. The total positions covered, however, were approximately two-thirds those for the preceding year.

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GRADE CHANGES ON STAFFING COMPLEMENTS

<u>Organization</u>	<u>Upgradings</u>	<u>Downgradings</u>	<u>Net Change</u>
DD/S	9	5	+4
DD/I	12	11	+1
DD/P	38	15	+23
TOTAL	59	31	+28

The total upgradings are somewhat reduced from the previous year. However, the net increase was somewhat higher than the preceding year. The total changes in the future will probably be relatively small.

PLANNING PAPERS

Workload 3%

<u>Organization</u>	<u>No. Planning Papers</u>	<u>No. Positions</u>
DD/S	11	
DD/I	13	
DD/P	15	
TOTAL	39	

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This heading covers all review of planning papers under [REDACTED]. In some cases no issuance was necessary because staffing complements remained without change. Issuances are covered under Staffing Complement Review and Distribution. The workload was reduced from the preceding year since changes for the most part were not substantial.

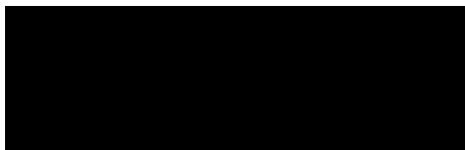
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CAREER SERVICE STAFFING AUTHORIZATION

Workload 4%

<u>Organization</u>	<u>No. Processed</u>	<u>No. Spaces</u>	<u>No. Personnel (CSSA)</u>
DD/S	11		25X9A2
DD/I	12		
DD/P	1		
TOTAL	24		

In addition to the total shown here approximately the same number were processed in developing preliminary CSSA's for 1962. Simplified processing has reduced the workload for this category.

AMENDMENTS IN CSSA'S

Workload 0%

<u>Number</u>	<u>Number Spaces</u>
None	None

Midyear review of CSSA's has eliminated amendments.

AVERAGE GRADE MAINTENANCE

Workload 2%

<u>Organization</u>	<u>Average Grade</u>				<u>No. Career Services</u>
	<u>Organization</u> 1960	<u>Organization</u> 1961	<u>Career Service</u> 1960	<u>Career Service</u> 1961	
DD/I	9.97	10.00	9.96	9.99	11
DD/S	9.14	9.17	9.55	9.56	12
DD/P	10.02	10.07	9.93	9.98	1
Agency	9.77	9.79	9.77	9.79	24

Average grade maintenance involves insuring that upgradings are compensated for where possible by corresponding downgradings or that uncompensated upgradings are appropriately justified.

PAY CHANGES (Prevailing Rate Positions)

Workload 3%

<u>Position Category</u>	<u>Number Changes or New Schedules</u>	<u>No. Titles or Rates</u>	<u>New Titles</u>
GA	8	30	2
GP	7	50	4
LB	1	4	2
WB	1	1	4
RM (Radio Maintenance)	1	1	1
FN (Foreign National and Local)	8	90	24
TOTAL	26	176	37

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POSITION STANDARDS AND GRADING PLANS

Workload 0%

Standards activity during the fiscal year involved only minor maintenance because of concentration on surveys. Since many Agency standards are inadequate or not consistent with grades and pay existing elsewhere additional effort will be necessary in the future.

EXTERNAL WAGE AND SALARY DATA

Workload 7%

Number Documents

Number Wage Categories

10

300

This involved securing information on pay and personnel practices in private industry and in numerous other agencies for general salary and wage purposes and for surveys. Documents included published standards and guides, copies of descriptions and pay plans and statistical information on pay fixing methods and procedures.

SPECIAL STUDIES AND STAFF SERVICES

Workload 28%

1. Continuing review and revision was made of the salary and wage regulation and handbook involving various aspects of salary and wage practice.

2. Review was made of the Agency Handbook of Occupational Titles and Codes to provide for numerous changes in occupational structure.

3. Studies were made of industrial pay and practices for technical and professional positions.

25X1A 4. Field surveys were made [REDACTED] overseas to develop information on individual jobs and to ensure that equitable and practicable wage schedules were established.

5. A study was made of executive pay in government agencies and military organizations to provide suitable comparative material for determining pay of supergrade positions.

6. A complete review was made of supergrade positions and comparison made with other agencies to establish appropriate levels.

7. A study and comparison was made of the National Security Agency pay system for electronic technician personnel as a result of which 79 positions in OC were upgraded and a specialized schedule was established for similar positions in OL.

25X1A2g 8. A study was made of the salary structure and compensation plan for [REDACTED] and necessary revisions made.

9. A study was made of top Agency Admin Officer positions involving a review of all administrative functions and comparison with other agencies to determine appropriate levels.

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10. A review was made of the basis for establishing pay of GP Schedule employees to determine the desirability of establishing an automatic wage progression system as recommended by an employee committee.

11. A study was made of recruitment and pay problems relating to Economist jobs in ORR.

12. A study was made of pay of clerical employees in industry as reported by the National Officer Management Association and the Bureau of Labor Statistics.

FORMAL TRAINING 2%

OTHER OVERHEAD, PRIMARILY LEAVE 12%

During the year two employees were detailed for approximately two months each to POD for recruitment duty.

SECTION 2. Objectives for Current Year and Status of Current Program  
(1 July 1961 - 30 June 1962)

POSITION SURVEYS

Surveys have been completed in major components in the DD/S and the DD/I areas. During the current year it is anticipated that problem areas in these surveys will be resolved and the results put into effect. Thereafter surveys will be initiated in other major components with the objective of completely covering the Agency. Estimated coverage for the current year is as follows:

<u>Organization</u>	<u>Number of Positions</u>
DD/S area	
DD/I area	
DD/P area	
TOTAL	

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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION

The annual review of staffing complements should be approximately the same as for the preceding year, i.e. [redacted] positions.

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PLANNING PAPERS

Planning Paper review should equal the preceding year, approximately [redacted] positions.

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#### CAREER SERVICE STAFFING AUTHORIZATIONS

The workload for this category should approximately equal that of the preceding year, 24 CSSA's covering approximately [REDACTED] spaces. Since [REDACTED] is being changed, there is a possibility that the CSSA's will be eliminated. Work will still be involved in maintaining grade authorization for each Career Service.

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#### AMENDMENTS IN CSSA'S

No amendments in CSSA's are anticipated.

#### AVERAGE GRADE MAINTENANCE

The same number as for the preceding year is estimated, approximately 24.

#### PAY CHANGES (Prevailing Rate Positions)

Approximately the same number can be estimated as for the preceding year, 26 changes affecting 176 titles or rates.

#### POSITION STANDARDS AND GRADING PLANS

Some review and revision of standards and grading plans is anticipated for the year as a result of information gained in the course of surveys. An estimate is 5 standards and grading plans affecting [REDACTED] positions.

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#### EXTERNAL WAGE AND SALARY DATA

It is estimated that approximately 10 documents will be developed or secured affecting 300 or more wage categories.

#### SPECIAL STUDIES AND STAFF SERVICES

It is estimated that special studies will continue as in the preceding year. Review of industrial pay plans and rates is a regular function which will continue. Also the maintenance of scientific and engineering pay is a continuing function. Some additional review of the Agency occupational handbook will be necessary.

#### SECTION 3. Program Outlook for Budget Year (1 June 1962 - 30 June 1963)

##### POSITION SURVEYS

Surveys will continue to be directed toward the goal of performance evaluation to maintain current organization documentation and effective grade alignment.

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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION  
PLANNING PAPERS  
AVERAGE GRADE MAINTENANCE

Functions under these categories it is anticipated will be carried out as previously for the purpose of maintaining an organization capable of effectively carrying out the varying administrative, technical and professional Agency functions.

PAY CHANGES (Prevailing Rate Positions)

It is anticipated that this function will continue essentially the same as in the past.

POSITION STANDARDS AND GRADING PLANS

This function will continue to be one primarily of maintenance and revision with some coverage of new activities.

EXTERNAL WAGE AND SALARY DATA

Accumulation of information and data of this type will continue to be an essential function.

SPECIAL STUDIES AND STAFF SERVICES

Continuing emphasis will be on studies of job patterns and practices in other agencies and private industry. Development and refinement of pay systems and techniques will continue.